



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE**

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Update

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Formal Review

**Date Submitted** \_\_\_\_\_

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***SECTION I - Identification***

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**Working Title:**

Accounting Technician

**Department:**

Transportation

**Job Code Number:**

433313

**Division & Bureau:**

Administration; Fiscal Operations

**Job Code Title:**

Accounting Technician

**Section & Unit:**

Collections

**Pay Band:**

3

**Work Address:**

**Position Number:**

21047

**Phone:**

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FLSA Exempt

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FLSA Non-Exempt

☐

Non-Union

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MPEA

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Blue Collar

**Profile Completed By:**

**Work Phone:**

***Work Unit Mission Statement or Functional Description:***

The Fiscal Operations Bureau is responsible for providing the department with legal, efficient, timely, and accurate financial accounting systems and financial information to facilitate departmental decision making and maintain organizational effectiveness, efficiency, and accountability. The Bureau administers the collection, distribution, refunding, and accounting of the Department's revenue that includes federal reimbursements and motor fuel taxes. The Bureau also conducts internal and external reviews, and performance reviews to ensure legal compliance and financial efficiency in a manner consistent with professional standards. The external reviews primarily concern compliance and enforcement of the motor fuel tax law. The bureau provides technical assistance to taxpayers on the proper procedures and accounting systems for complying with motor fuel tax laws and is responsible for the management, planning, development, implementation, and maintenance of all accounting and various financial information systems; financial operations; establishing policy, methods, and procedures pertaining to these operations; and providing biweekly payrolls, employee benefits payments, payroll deductions, tax deductions, and related information. The Bureau consists of the following sections: Collections, Accounting Systems Operations, Motor Fuels, and Payroll.

The Collections Section is responsible for the collection, processing and accounting for all monies owed to the department. This includes collections, cashiering, and transmittals. The section is also responsible for the collection and administration of motor fuel tax proceeds.

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***Describe the Job's Overall Purpose:***

This position performs accounting technician duties in the Collections Section of the Administration Division and is responsible for timely and accurate deposit entry, processing refunds, providing technical assistance to internal and external customers on fuel tax forms, verifying financial information and associated documentation to ensure all required information is attached, and working within the internal control procedures of the department regarding checks and refund processing.

This position is not part of a career ladder.

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***SECTION II - Major Duties or Responsibilities***

*This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty*

***% of Time***

**Compliance and Internal Controls**

**70%**

Perform desk reviews at the first two levels for refunds-level 1 and IFTA-level 2 which involve requesting records from the customer, discussing discrepancies with the customer, analyzing the records to verify that they support the refund requested or the tax returns that were filed. The desk reviews may result in an assessment owing or the determination will be made to have a full audit performed on the company. Review submitted IFTA tax returns to determine if they are completed correctly with all required information. Contact licensee if they need to correct or amend their tax return, which can sometimes be a combative situation. Accurately enter the tax return information into the VISTA-TS system. Process non-licensed refunds by verifying the information submitted on the refund request matches the documentation, the documentations meet the refund requirements and the math calculations are correct.

**Deposits**

**25%**

Analyze and enter payments into the correct system and ensure they are recorded properly in MDT's financial records. Meet the time deadlines in order to comply with State law regarding deposit of funds. Research payments that come in with incorrect or no documentation to verify what is being paid and how the payment should be recorded.

**Other Duties**

**5%**

Keep all day to day procedures in a desk manual and make adjustments to the manual within two weeks of a change in procedure. Participate in testing changes in MDT subsystems associated with migration projects and upgrades.

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- The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

***The following mental and physical demands are associated with these essential functions:***

**PHYSICAL**

- Sitting for extended periods of time in a normal office environment
- Operation of standard office equipment

**MENTAL**

- Interprets and apply rules, regulations, laws, policies, and procedures.
- Comprehends and interprets submitted documentation.
- Investigates issues and problems effectively and efficiently.
- Communicates complex information in a clear and concise manner.
- Communicates effectively with a variety of parties who have different degrees of technical understanding of deposits and the IFTA processes.
- Works with the public on a daily basis.
- Ensures accuracy, completeness, timeliness and quality of work.
- Maintains focus and effectiveness despite constant interruptions in managing multiple tasks and projects simultaneously without jeopardizing quality.
- Adapts time and resources in proportion to the importance of the task.

2. ***Does this position supervise others?*** ☐ Yes ☒ No

**Number directly supervised:**

**Position Number(s) of those supervised:**

3. ***Attach an Organizational Chart.***

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***SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.***

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**Critical knowledge and skills required for this position:**

**KNOWLEDGE:**

This position requires a thorough knowledge of accounting policies and procedures; state laws and regulations and accounting requirements; information systems; statewide accounting system software(SABHRS); research and data analysis processes; personal computer software applications (e.g., word processing, spreadsheets, etc.); and MDT policies and procedures.

**SKILLS:**

This position requires the ability to draw pertinent information from a variety of sources both verbally and in writing. The position also requires skill in the operation of a personal computer, related software and standard office equipment; problem solving techniques; system analysis from multiple systems to identify errors as system or human; and effective written and oral communication.

**Behaviors required to perform these duties:**

See MDT Core Behaviors

To perform successfully in this position, the incumbent must be self-motivated; possess a strong work ethic; maintain a positive attitude; be able to handle contentious situations; and enjoy working with and for the public. The ability to reason deductively and inductively is essential. The position requires the ability to effectively organize workload and prioritize and manage multiple responsibilities to meet established deadlines; communicate effectively orally and in writing; analyze complex situations and procedures; evaluate the effectiveness of processes; understand rules, regulations, laws, policies, and procedures and apply them appropriately; and determine the most appropriate response to complex situations.

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                        | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input checked="" type="checkbox"/> High school diploma or equivalent | <input type="checkbox"/> Related Bachelor's Degree                       |
| <input type="checkbox"/> 1-year related college/voc. training         | <input type="checkbox"/> Related Master's degree                         |

**Please specify the acceptable fields of study:**

*Acceptable: Accounting or closely related field*

**Other education, training, certification, or licensing required (specify):**

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years         |
| <input type="checkbox"/> 1 year                       | <input type="checkbox"/> 4 years         |
| <input checked="" type="checkbox"/> 2 years           | <input type="checkbox"/> 5 or more years |

**Other specific experience (optional):**

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

- ☒ Yes ☐ No

**Alternative qualifications include:**

Alternative qualifications may be considered on a case by case basis.

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**SECTION IV – Other Important Job Information**

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- |  |   |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
|--|---|

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Background check

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Other; Describe

Other information including working conditions such as shifts, lifting requirements, travel or hours.

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**SECTION V – Signatures**

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Signature indicates this statement is accurate and complete.

***Employee:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Immediate Supervisor:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Bureau Chief:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Division/District Administrator:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Department Designee:***

Chief Human Resources Officer  
Human Resources Division

Signature: \_\_\_\_\_ Date: \_\_\_\_\_